



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

January 8, 1998

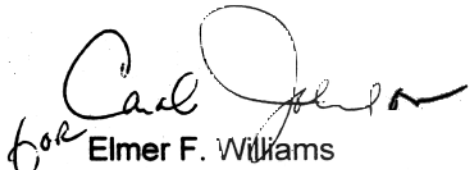
## MEMORANDUM FOR SEE DISTRIBUTION

Subject: Interservice Support Agreements (ISSA), Guidance Memorandum 98-1

Reference, Director for Civilian Personnel Management and Operations memorandum subject: Interservice Support Agreements (ISSA), dated November 25, 1997.

Enclosed are your fiscal year 1997 approved ISSA (enclosure one) and a recently released memorandum from Mr. Snyder (enclosure two).

Each Civilian Personnel Operations Center Director and their administrative staff must ensure that billings received from host installation are for services received and IAW the support agreement. Referenced memorandum provides specific guidance.

  
for Elmer F. Williams  
Civilian Personnel Operations Center  
Management Agency

Enclosures

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DEPARTMENT OF THE ARMY  
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111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

November 25, 1997

MEMORANDUM THRU DIRECTOR, CIVILIAN PERSONNEL OPERATIONS  
CENTER MANAGEMENT AGENCY (CPOCMA)

FOR SEE DISTRIBUTION

Subject: Interservice Support Agreements (ISSA)

Reference Fiscal Year 1997 approved ISSAs. (Enclosure).

Referenced ISSAs are between Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA(MRA))) and host installations for base support services the installation provides to ASA(MRA) owned Civilian Personnel Operations Centers (CPOC). The reimbursable costs for these services have been estimated and identified on each ISSA.

The critical point of this ISSA is the actual services and costs incurred during a given fiscal year. Each installation determines cost categories that requires reimbursement. No two installations are the same. However, each CPOC requires essentially the same level of service/support. It is not the intent of ASA(MRA) to pay for services not received.

Each CPOC Director and their administrative staff must ensure that billings received from installations are for services received and IAW current support agreements.

Budget requirements submitted through CPOCMA must reflect the most accurate cost estimates possible for expected services. They should not be a duplication of the ISSA cost breakout. The requirements for fiscal year ISSA costs should be obtained from the installation Resource Management Office and reviewed for completeness and accuracy.

My staff will review both the submitted budgets for ISSA and the actual costs incurred in the execution phase.

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Point of contact for ISSAs is Ken Gurne, DSN 225-7910. Email address is Gurnek1@asamrapo1.army.mil. Point of contact for budget issues is Mr. Jim Shine, DSN 223-2479, email shinej@asamrapo1.army.mil. Point of contact for budget execution is Ms. Nancy Groesbeck, DSN 225-5332.



David L. Snyder  
Director for Civilian Personnel  
Management and Operations

Enclosure  
Interservice Support Agreement (ISSA)

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